

ADMINISTRATIVE SECRETARY

DEFINITION

To perform a variety of highly responsible and complex clerical, secretarial and administrative duties for a department; and to assign and review the work of assigned clerical personnel.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management personnel.

May exercise technical and functional supervision over assigned clerical personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

1. Perform a wide variety of complex, responsible, and confidential secretarial and administrative duties for management personnel.
2. Perform routine administrative projects for management personnel; research and compile background data; maintain records and files regarding department administrative activities.
3. Screen calls, visitors and mail; respond to moderately complex requests for information.
4. Interpret and explain city and department policies, rules, and regulations in response to inquiries; refer inquiries as appropriate.
5. Independently respond to letters and general correspondence not requiring the attention of management personnel.
6. Coordinate and make travel arrangements; maintain appointment schedules and calendars; arrange meetings and conferences.
7. Perform accounting functions related to ordering supplies, equipment and services.
8. May maintain time card records; may maintain personnel files and records for management personnel.

EXAMPLES OF DUTIES

9. Order and purchase supplies for the department.
10. Perform clerical duties related to department activities such as typing and filing.
11. Participate and assist in the administration of a department budget; prepare budget reports, compile annual budget requests, and recommend expenditure requests for designated accounts.
12. Research, compile, and analyze data for special projects and various reports.
13. Initiate and maintain a variety of files and records.
14. Assist in the support of a board or commission including preparing the agenda, assembling background materials, and typing minutes of meetings as assigned.
15. Plan, assign and review the work of assigned clerical personnel.
16. Recommend organization or procedural changes affecting clerical activities.
17. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- A. English usage, spelling, grammar, and punctuation.
- B. Modern office methods, procedures, and computer equipment.
- C. Business letter writing.
- D. Pertinent city government organization, functions, policies, rules and regulations.
- E. Principles and practices of assigning and reviewing the work of others including conducting performance evaluations.

Ability to:

- F. Understand the organization and operation of the city and of outside agencies as necessary to assume assigned responsibilities.
- G. Communicate clearly and concisely, both orally and in writing.
- H. Compose general correspondence and letters.
- I. Interpret and apply administrative and departmental policies, laws, and rules.
- J. Operate and use modern office equipment including word processing equipment as assigned.
- K. Analyze situations carefully and adopt effective courses of action.
- L. Plan, organize and schedule priorities in the office.
- M. Compile and maintain complex and extensive records and prepare reports.
- N. Establish and maintain effective working relationships with those contacted in the course of work.
- O. Train and evaluate assigned clerical personnel.
- P. Type accurately at a speed of 50 words per minute.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible secretarial and clerical experience involving frequent public contact.

Training:

Equivalent to the completion of the twelfth grade.

City of Hayward
Administrative Secretary
Page 4

PROBATIONARY PERIOD: Six months

0108CS90

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AAP GROUP: 16

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt